

REQUEST TO DONATE LEAVE

Privacy Act Statement

PL 100-202 AND SECTION 6311 OF TITLE 5 CODE AUTHORIZES COLLECTION. THE PRIMARY USE OF THIS INFORMATION IS BY MANAGEMENT AND YOUR PAYROLL OFFICE TO APPROVE AND RECORD YOUR USE OF LEAVE. ADDITIONAL DISCLOSURES OF THE INFORMATION MAY BE: TO THE DEPARTMENT OF LABOR WHEN PROCESSING A CLAIM FOR COMPENSATION REGARDING A JOB CONNECTED INJURY OR ILLNESS; TO A STATE UNEMPLOYMENT COMPENSATION OFFICE REGARDING A CLAIM; TO A FEDERAL, STATE, OR LOCAL LAW ENFORCEMENT AGENCY WHEN YOUR AGENCY BECOMES AWARE OF A VIOLATION OR POSSIBLE VIOLATION OF CIVIL OR CRIMINAL LAW; TO A FEDERAL AGENCY WHEN CONDUCTING AN INVESTIGATION ON YOU FOR EMPLOYMENT OR SECURITY REASONS; TO THE OFFICE OF PERSONNEL MANAGEMENT OR GENERAL ACCOUNTING OFFICE WHEN THE INFORMATION IS REQUIRED FOR EVALUATION OF LEAVE ADMINISTRATION; AND TO THE GENERAL SERVICES ADMINISTRATION IN CONNECTION WITH ITS RESPONSIBILITIES FOR RECORDS MANAGEMENT.

NAME (Last, First, MI)	SSN	ORGANIZATION/UNIT
POSITION TITLE	GRADE/STEP	HRLY/ANNUAL PAY RATE
CURRENT ANNUAL LV BAL	No. HRS TO BE DONATED	ANNUAL ACCRUAL RATE
No. of Use or Lose Hrs:	No. of Hrs previously donated this year:	

LEAVE RECIPIENT

NAME (Last, First, MI)	ORGANIZATION/UNIT
--------------------------	-------------------

Leave Donor Certification

I Certify that

- (1) This request to donate leave is fully voluntary, without personal reservations, coercion, or intimidation;
- (2) I acknowledge that the donation of leave is irrevocable;
- (3) I expect nothing in return, to include reciprocal receipt of transferred annual leave;
- (4) I understand that unused transferred annual leave will be returned on a pro-rata basis determined by the approving authority.

Donor's Signature: _____ Date: _____

Leave Approving Official

I have reviewed the requester's annual leave balance and the limitations on donations of annual leave.
_____ Approve _____ Disapprove this request.

LEAVE APPROVING OFFICIAL'S SIGNATURE	DATE
TYPE NAME, TITLE OF APPROVING OFFICIAL	OFFICE SYMBOL PHONE NUMBER